

New Jersey Division on Civil Rights



# Rules of Practice and Procedure

Effective as of September 19, 2005



# CIVIL RIGHTS

**JON S. CORZINE**  
Governor

**ZULIMA V. FARBER**  
Attorney General

**J. FRANK VESPA-PAPALEO**  
Director, NJ Division on Civil Rights

**NEW JERSEY ADMINISTRATIVE CODE**  
**TITLE 13. LAW AND PUBLIC SAFETY**  
**CHAPTER 4. RULES OF PRACTICE AND PROCEDURE**

**SUBCHAPTER 1. GENERAL PROVISIONS**

**SUBCHAPTER 2. COMMENCEMENT OF ACTIONS**

**SUBCHAPTER 3. ANSWERS**

**SUBCHAPTER 4. INVESTIGATIONS**

**SUBCHAPTER 5. DEFAULTS**

**SUBCHAPTER 6. ADMINISTRATIVE DISMISSALS**

**SUBCHAPTER 7. MOTIONS AND OTHER CASE ACTIONS**

**SUBCHAPTER 8. WITHDRAWAL OF COMPLAINTS**

**SUBCHAPTER 9. CONCILIATION AND MEDIATION**

**SUBCHAPTER 10. ORDERS OF DIRECTOR**

**SUBCHAPTER 11. HEARINGS**

**SUBCHAPTER 12. PROTECTION OF COMPLAINANTS AND WITNESSES**

**SUBCHAPTER 13. ACCESS TO DIVISION'S INVESTIGATORY FILES**

**APPENDIX 1. POLICY ON EXTENSION**

**APPENDIX 2. NOTICE OF APPEARANCE**

**APPENDIX 3. NOTICE OF WITHDRAWAL OF APPEARANCE**

## **SUBCHAPTER 1. GENERAL PROVISIONS**

### **13:4-1.1 Scope of Rules**

The following provisions shall constitute the practice and procedure and shall govern all proceedings in the Division on Civil Rights. When a case is transmitted to the Office of Administrative Law, or the Director elects to hear the contested case, the Uniform Administrative Procedure Rules, N.J.A.C. 1:1-1.1, et seq., shall govern proceedings in that case. Whenever these rules refer to procedures to be followed after transmittal to the Office of Administrative Law, such references shall also be deemed to apply to instances where the Director elects to hear a contested case pursuant to N.J.S.A. 52:14F-8.

### **13:4-1.2 Liberal Construction of Provisions**

(a) These provisions shall be liberally construed by the Director to permit the Division on Civil Rights to discharge its statutory functions and to secure just and expeditious determinations of all matters before the Division on Civil Rights.

(b) The Director may, upon notice to all parties, in the interest of justice, relax the application of these rules.

### **13:4-1.3 Practice Where Rules Do Not Govern**

(a) The Director may rescind, amend or expand these rules from time to time as necessary to comply with the Law Against Discrimination, N.J.S.A. 10:5-1, et seq. or the Family Leave Act, N.J.S.A. 34:11B-1 et seq. and such new rules shall be filed with the Office of Administrative Law.

(b) In any matter that arises not governed by these rules, the Director shall exercise his or her discretion.

### **13:4-1.4 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Administrative law judge" means any person appointed pursuant to N.J.S.A. 52:14F-5(1).

"Aggrieved person" includes any person who—

(1) claims to have been injured by a discriminatory practice; or

(2) believes that such person will be injured by a discriminatory housing practice that is about to occur.

"Attorney for the Division" means an attorney appointed or assigned by the Attorney General of New Jersey.

"Complainant" means any person filing a verified complaint alleging discrimination under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) or the Family Leave Act (N.J.S.A. 34:11B-1 et seq.)

"Director" means the Director of the Division on Civil Rights who shall act for the Attorney General of New Jersey as chief executive officer of the Division in his or her place and with his or her powers.

"Division" means the State Division on Civil Rights, Department of Law and Public Safety.

"Investigator" means any employee of the Division designated under the Department of Personnel as "Investigator, Division on Civil Rights."

"Investigatory files" means all pleadings, dispositions and orders relating to the verified complaint and all materials, documents, notes, statements, communications, including electronic communications, and recorded proceedings made or received by the Division during the course of the Division's investigation of the verified complaint.

"Office of Administrative Law" or "OAL" refers to the agency created by N.J.S.A. 52:14F-1 et seq.

"Office of the Division" means the offices located at 31 Clinton Street, Newark, New Jersey; 100 Hamilton Plaza, Paterson, New Jersey; 140 East Front Street, Trenton, New Jersey; One Port Center, 2 Riverside Drive, Camden, New Jersey; 26 South Pennsylvania Avenue, Atlantic City, New Jersey; 574 Newark Avenue, Jersey City, New Jersey; and any additional offices which may from time to time be established and listed on the Division's website, [www.NJCivilRights.org](http://www.NJCivilRights.org).

"Respondent" means any party charged with unlawful discrimination under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) or the Family Leave Act (N.J.S.A. 34:11B-1 et seq.)

#### **13:4-1.5 Validity of Rules if Any Portion Declared Invalid**

If any rule, sentence, paragraph or section of these rules, or the application thereof to any persons or circumstances, shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any rule shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of these rules.

#### **13:4-1.6 Attorneys; Form of Appearance on Behalf of Parties**

(a) An attorney may appear on behalf of a party by completing a Division Notice of Appearance form or by providing all of the information requested on such form in a letter or similar document. The Notice of Appearance form is available from the Division's offices or its website, [www.njcivilrights.org](http://www.njcivilrights.org). To constitute an appearance, a form, letter or document shall contain the names of the parties, the Division's docket number, the name of the party or parties which the attorney is representing and the attorney's address, telephone number and facsimile number. Any document constituting an appearance shall be personally signed by the attorney filing the appearance.

(b) If a party appears through an attorney, all papers subsequent to the verified complaint may be served, as provided herein, upon such attorney with the same force and effect as though served on the client, unless a specific regulation requires service on the client also.

(c) An attorney who seeks to withdraw his or her appearance shall submit a written Notice of Withdrawal of Appearance form to the Division or provide all of the information requested on such form in a letter or similar document. Copies of this form are available from the Division's offices or its website. Upon the filing of this Notice of Withdrawal of Appearance form, the attorney shall concurrently serve copies of the Notice of Withdrawal of Appearance form upon the client and other parties. The attorney shall include a certification that a copy of the notice was mailed or delivered to all counsel and pro se parties and to the client. When an attorney seeks to withdraw after a verified complaint has been transmitted to the Office of Administrative Law, the request for withdrawal shall be addressed to the Administrative Law Judge under the Uniform Administrative Procedure Rules, N.J.A.C. 1:1-1.1 et seq.

### **SUBCHAPTER 2. COMMENCEMENT OF ACTIONS**

#### **13:4-2.1 Manner of Commencing Actions**

Any action may be commenced by the filing of a verified complaint at the offices or with any official or field investigator of the Division.

#### **13:4-2.2 Who May File a Verified Complaint**

(a) Any aggrieved person, including any individual, or group of individuals, partnership, educational institution, association, labor organization, or corporation, may file, or through an attorney at law file, a verified complaint for any practice violative of the Law Against Discrimination or the Family Leave Act which affects the aggrieved person.

(b) Any legal guardian, legal representative, trustee, trustee in bankruptcy, receiver or fiduciary may file, or through an attorney at law file, a verified complaint for any practice

violative of the Law Against Discrimination or the Family Leave Act which affects an aggrieved person that the individual represents.

(c) Groups and associations dedicated to the elimination of discrimination in the sale and rental of real property, in the hiring and promotional practices of employers and unions, and in the operation of public accommodations may file, or through an attorney at law file, a verified complaint for any practice violative of the Law Against Discrimination or Family Leave Act which affects the membership of the group or association or which adversely affects the mission of the group or association.

(d) The Attorney General, the Director, the Commissioner of Labor, or the Commissioner of Education may also file a verified complaint alleging unlawful discrimination.

(e) The Director on his or her own behalf may file a verified complaint, intervene, or join as a complainant in any verified complaints filed by complainants.

### **13:4-2.3 Rights of Parties; Notification of Settlement**

(a) Any complainant shall be considered a party to any proceeding in the Division resulting from the filing of such verified complaint and shall have the rights of a party enumerated by these rules and by the Law Against Discrimination and the Family Leave Act.

(b) If any complainant files a verified complaint with the Division on behalf of any individual or individuals, the proceeding initiated by such verified complaint shall, if the Director finds the continuation of the proceeding is in the public interest, proceed to conclusion, including the issuance of any lawful order by the Director, even if the grievances of any individual person represented by the above complainants have been satisfactorily ameliorated.

(c) All complainants and individuals on whose behalf a verified complaint has been filed pursuant to (b) above and (d) below shall be notified of any settlement of individual grievances and of the right to file a motion urging the Director to continue the proceeding.

(d) Where the Director has filed a verified complaint which seeks relief for one or more unnamed members of a protected class, the Director shall have the discretion to settle such verified complaint on such terms as the Director deems appropriate.

(e) Complainants shall promptly notify the Division of any change in address or telephone number at all times while the verified complaint is pending.

### **13:4-2.4 Preparation and Contents of Verified Complaint**

(a) A verified complaint shall be filed upon a printed form approved by the Director.

(b) The Division shall aid the complainant in the completion of the verified complaint except where aid is refused by the complainant or where the complainant appears at an office of the Division or before an officer of the Division with a completed verified complaint.

(c) The verified complaint shall be entitled in the Department of Law and Public Safety, Division on Civil Rights, and shall set forth in the caption the names of the complainants and respondents.

(d) The verified complaint shall set forth in separate numbered paragraphs the following:

1. The full name and address of all complainants;
2. The full name and address of all respondents, if known;
3. A statement of the specific prohibited basis or bases set forth in the Law Against Discrimination or Family Leave Act that gave rise to the alleged discrimination;
4. A brief statement setting forth the facts deemed to constitute the alleged discrimination;
5. The section of the Law Against Discrimination or Family Leave Act allegedly violated;
6. A statement giving all pertinent facts as to whether any other action, either criminal or civil, has been instituted in the matter. A complainant shall notify the Division if at any time during the pendency of the verified complaint, he or she files a verified complaint with any other agency or court concerning the matter which is the subject of the Verified Complaint;
7. Notarized signature and verification by the person or persons filing the verified complaint.
8. The county in which the alleged discrimination took place.

#### **13:4-2.5 Time Period for Filing Verified Complaints**

Verified complaints shall be filed within 180 days after the alleged act of discrimination or alleged violation of the Family Leave Act.

#### **13:4-2.6 How to File Verified Complaints**

(a) Any person filing a verified complaint with the Division may file by submitting a single copy to any office of the Division or any official or field investigator of the Division. A verified complaint shall be deemed filed on the date it is received in any office of the Division, or on the date it is received by any official or field investigator of the Division.

(b) The filing of a verified complaint or any other pleading shall be proven by the official stamp of the Division or by the signature of any official, employee or field investigator and his or her written notation indicating the date of receipt.

#### **13:4-2.7 Notification of Filing**

Upon receipt of the verified complaint, the Division shall provide the complainant with a form adopted by the Director, which notifies the complainant of his or her rights under the Law Against Discrimination or Family Leave Act, including the right to file a verified complaint in the Superior Court of New Jersey and be heard before a jury; the jurisdictional limitations of the Division; and any other provisions of the Law Against Discrimination or Family Leave Act that may apply to the verified complaint. The jurisdictional limitations of the Division include the limitation of the Division on Civil Rights to only administer claims under the Law Against Discrimination or Family Leave Act, and the inability of the Division on Civil Rights to afford parties the opportunity of a jury trial in claims heard before the Office of Administrative Law.

#### **13:4-2.8 Service of Verified Complaints**

(a) Upon receipt of a verified complaint, the Division shall promptly serve a copy on all respondents by certified mail or overnight delivery by commercial courier, or at the discretion of the Director, by personal delivery by an agent of the Division. In cases involving alleged violations of N.J.S.A. 10:5-12 (g), (h), (i), (k), and (o), service of the verified complaint shall take place no later than 30 days following the Division's receipt of the verified complaint.

(b) In its discretion, the Division may serve a Document and Information Request with the copy of the verified complaint.

#### **13:4-2.9 Amendment of Verified Complaints**

(a) Prior to transmittal of a case to the Office of Administrative Law, the complainant with the approval of the Director may file an amended verified complaint with the Division.

(b) Amendments that cure technical defects, clarify or amplify allegations made in the original verified complaint, or allege additional acts which constitute unlawful practices related to or growing out of the subject matter of the original verified complaint, will relate back to the date the verified complaint was first received.

(c) Following transmittal of a case to the Office of Administrative Law, any motion to amend a verified complaint shall be initially presented to the administrative law judge hearing the matter.

(d) Using the standards set forth in the Uniform Administrative Procedure Rules, any pleading may be amended during or after hearing with leave of the administrative law judge to conform to the evidence presented.

#### **13:4-2.10 Verified complaints Involving Minors or Other Confidential Information; Use of Pseudonym**

(a) The Division shall take two verified complaints with the same docket number when the verified complaint involves an aggrieved party who is a minor or when the Director determines, in his or her sole discretion, that the verified complaint involves confidential information regarding an aggrieved party. The first verified complaint shall include the full name and address of the aggrieved party and the full name of any other minor identified in the complaint and shall not be disclosed except as required by law. The second verified complaint shall be identical to the first, except that a pseudonym shall be substituted for the name of the aggrieved party and/or any other identified minor and the address, if any, shall be that of the

Division's office investigating the verified complaint or the address of an attorney or other representative designated by the complainant or aggrieved party.

(b) The Division shall serve a copy of the pseudonym verified complaint prepared under this section upon any respondent named therein. Any service of a pseudonym verified complaint shall be accompanied by a notice informing the respondent that, upon review of the verified complaint, if the respondent is unable to identify with sufficient assurance the identity of the person filing the verified complaint or the aggrieved party or any other identified minor, the respondent shall notify the Division in writing not later than ten days after the date the verified complaint is served. The respondent's notice shall also designate a person upon whom the Division shall serve a copy of the first verified complaint and other papers concerning the Division's investigation, and shall further contain an acknowledgment that any information provided by the Division or other person will be kept strictly confidential. Thereafter, upon receipt of a release from the complainant in cases where it is the aggrieved party that is identified by a pseudonym, the Division shall forward the verified complaint identifying the complainant, aggrieved party and/or other identified minor to the respondent along with a protective order prohibiting the respondent from disclosing the identity of the complainant, aggrieved party and/or other identified minor. Any violation of such a protective order will subject the violator to penalties pursuant to N.J.S.A. 10:5-14.1a.

### **SUBCHAPTER 3. ANSWERS**

#### **13:4-3.1 Time for Filing Answers**

(a) Respondents shall file an answer and response to the Document and Information request with the Division within 20 days after service of the verified complaint and Document and Information Request.

(b) Respondents that fail to file an answer and/or response to the Document and Information Request within the time period provided by these rules shall be subject to the default procedure set forth at N.J.A.C.13:4-5.1 et seq.

(c) Extensions of time for filing an answer and/or responding to the Document and Information Request may be authorized by the Director upon good cause shown. Requests for extensions of time shall be in writing and addressed to the Director.

#### **13:4-3.2 Form and Contents of Answers**

(a) The answer to the verified complaint shall fully and completely advise the parties and the Division as to the nature of the respondent's defenses to each claim asserted, and shall admit or deny the allegations set forth in the verified complaint. Denials shall fairly meet the substance of the allegations denied. A respondent who intends in good faith to deny only part or a qualification of an allegation shall specify so much of it as true and material and deny only the remainder. The respondent may not generally deny all the allegations but shall make the denials as specific denials of designated allegations.

(b) Allegations in any answer setting forth an affirmative defense shall be taken as denied.

(c) Respondents shall promptly notify the Division of any change in address or other material change in the status of the respondent (such as a bankruptcy filing or ceasing to operate as an ongoing concern) at all times while the verified complaint is pending.

#### **13:4-3.3 Service of Answers**

(a) Respondents shall serve a copy of their answer on the complainant(s) pursuant to the procedure set forth at N.J.A.C. 13:4-7.5 within three days of the filing of the answer.

(b) Respondents shall within five days of serving an answer file a certification with the Division attesting that such service has been completed.

## **SUBCHAPTER 4. INVESTIGATIONS**

### **13:4-4.1 Timing of Investigations**

(a) An investigation by the Division may be conducted either prior to or subsequent to the filing of a verified complaint.

(b) Upon receipt of a verified complaint and answer, the Division shall promptly initiate an investigation into the allegations of discrimination.

(c) In cases involving alleged violations of N.J.S.A. 10:5-12 (g), (h), (i), (k) and (o), the Division shall complete its investigation within 100 days after the filing of the verified complaint. If the Division is unable to complete the investigation within that time period, it must notify the complainant(s) and respondent(s) in writing of the reasons for its failure to do so.

### **13:4-4.2 Investigatory Procedures**

(a) In the conduct of investigations, all investigatory powers granted by N.J.S.A. 10:5-8h-j shall be available to the Division. In its discretion, the Division may conduct investigations using, among other things, interrogatories, fact finding conferences, subpoenas, field visits, interviews, and depositions as provided in these rules.

(b) During the pendency of the Division's investigation, only the Division may seek discovery from the parties.

(c) In connection with an investigation of the operation of any real property, as defined by N.J.S.A. 10:5-5n., the Division may require the submission of information concerning the race, creed, color, national origin, ancestry, marital status, domestic partnership status, sex, affectional or sexual orientation, familial status, disability, nationality or source of lawful income to be used for rental or mortgage payments of the occupants of such real property, the terms and conditions on which the sale or lease of said real property is to be made to the general public, the vacancy rate of such real property subject to rent, the plans for advertising or notifying the public of the availability of said real property for rental or sale, the standard form documents used in the rental or sale of such real property, and such other information as may be reasonably necessary to carry out the provisions of the Law Against Discrimination.

(d) In connection with an investigation of any employer, as defined by N.J.S.A. 10:5-5(e), the Division may require the submission of information concerning:

1. The race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, sex, disability, atypical hereditary cellular or blood trait, military status or nationality of employees;
2. The employment records of employees;
3. The procedures for advertising or notifying the public of the availability of jobs;
4. The procedures for hiring or selecting employees;
5. The testing, seniority, promotion and discharge procedures; and
6. Such other information as may be reasonably necessary to carry out the provisions of the Law Against Discrimination or Family Leave Act.

### **13:4-4.3 Interrogatories**

The Director may cause interrogatories to be served to aid the Division in its investigation. Unless otherwise specified in the interrogatories, responses shall be filed with the Division within 20 days following service of the interrogatories.

### **13:4-4.4 Subpoenas**

(a) The Director may issue such subpoenas as he or she deems necessary to aid the investigatory process. The Director shall issue subpoenas in the name of the Division, and the subpoenas shall direct the person designated to attend personally and, if necessary, to attend with any books, records, documents and any other evidence which relates to any matter under investigation.

(b) A subpoena shall state the time and place where the person designated is directed to attend.

(c) A subpoena may be issued by the Director upon the application of any party if that party can demonstrate to the Director that the subpoena is reasonable, and that the matters sought therein are relevant and material to the investigation.



(d) Where a respondent is a corporation and is represented by an attorney who has filed a notice of appearance with the Division, the Director may issue a notice in lieu of subpoena requiring respondent to produce documents or to produce its employees to attend any investigatory proceeding. Said notice in lieu of subpoena shall be served upon respondent's attorney in the manner set forth in N.J.A.C. 13:4-4.4(f) and (g).

(e) Following transmittal of a case to OAL for hearing, the procedures set forth at N.J.A.C. 1:1-1.1, et seq., shall govern the issuance of subpoenas.

(f) The subpoena shall be served either by personal service by any person 18 or more years of age by delivery of a copy thereof to the person named therein, by overnight delivery by commercial courier, or by registered or certified mail, return receipt requested.

(g) Accompanying all subpoenas shall be a check in an amount sufficient to cover the costs for one day's attendance and such mileage as may be allowed by law in civil matters in the courts of the State of New Jersey; but no fee shall be allowed where a subpoena requires only the production of documents which may be produced by mailing copies of said documents to the Division.

#### **13:4-4.5 Depositions by Division and Parties**

(a) On written motion of any party prior to transmittal of a case to OAL, the Director may order that the testimony of any material witness residing within or without the State be taken by deposition in the manner prescribed by law for depositions in civil actions. Such motion may be granted only if it sets forth:

1. The name and address of the witness to be deposed;
2. A showing of the materiality of that witness' testimony; and
3. A showing that the witness will be unable to attend, or cannot be compelled to attend, the hearing. Said motion shall request an order requiring the witness to appear and testify before an officer, representative, or agent of the Division.

(b) In his or her discretion, the Director may allow the taking of a deposition to be contingent upon the payment of all costs associated therewith by the moving party.

(c) No depositions shall be taken by parties for any reasons or by any manner other than that contained in (a) above, except in exceptional circumstances, prior to transmittal of a case to OAL. (d) The Division may take depositions of witnesses as part of any investigation when, in the discretion of the Director, such depositions will aid the investigatory process.

#### **13:4-4.6 Enforcement of Depositions, Interrogatories, Subpoenas, Other Investigatory Orders**

If any person shall fail to appear at the time designated in a subpoena, or shall fail to comply with an order of the Director for the taking of depositions, interrogatories, or other investigatory procedures, or shall fail to provide information as requested pursuant to a lawful investigation, he or she shall be subject to the appropriate enforcement provisions of N.J.S.A. 10:5-8i, 10:5-19 and 10:5-26, as well as the provisions of N.J.A.C. 13:4-5.1 et seq.

#### **13:4-4.7 Fact Finding Conferences**

(a) Fact-finding, as part of an investigation in a discrimination complaint, is subject to the following:

1. As part of its investigation and at the discretion of the Director, the Division may convene a fact-finding conference for the purpose of obtaining evidence, identifying the issues in dispute, ascertaining the positions of the parties and exploring the possibility of settlement. The fact-finding conference is not an adjudication of the merits of the verified complaint.

2. The Division shall provide the parties with written notice of the conference. Said notice shall identify the individuals requested to attend on behalf of each party, and any documents which any party is requested to provide within the specified time frame.

(b) The conference shall be conducted as follows:

1. The Division employee acting as fact-finder shall conduct and control the proceedings.

2. Upon prior notice to the Division, the parties may bring witnesses to the conference in addition to those whose attendance may be specifically requested by the Division, but the fact-finder shall have discretion over which witnesses shall be heard and

the order in which they are heard. The fact-finder may exclude any witness or other person from the conference, except that one representative of each party or counsel shall be permitted to remain throughout. In the case of parties that are not individuals, the fact-finder may limit attendance at the conference to one representative of each party and counsel.

3. The Division may request the parties to provide affidavits from witnesses who appear at the fact-finding conference.

4. A party may be accompanied at a fact-finding conference by his or her attorney or another representative, and by a translator, if necessary.

5. An attorney for a party who has not previously entered his or her appearance shall do so at the outset of the conference.

6. Because the fact-finding conference is a means of investigation and not a hearing on the merits of a case, the parties shall not be entitled to cross-examine witnesses. All questioning shall be conducted by the fact-finder, unless in his or her discretion the fact-finder permits questions to be asked by other persons present at the conference.

7. At the discretion of the Director, a fact-finding conference may be recorded. The tape shall become part of the Division's investigative file and discovery of the tape will be governed by N.J.A.C. 13:13-1 et seq.

8. During the conference, the fact-finder may allow a recess to permit the parties to discuss settlement.

9. The Division will provide and pay the costs of appropriate auxiliary aids and services, such as qualified sign language interpreters or translators, when necessary for the fact-finder to effectively communicate with a party or witness at a fact finding conference.

(c) Postponements of a fact-finding conference shall be subject to the following:

1. Postponements of a scheduled fact-finding conference will be granted only for good cause shown. Parties are discouraged from requesting adjournment from fact-finding conferences. Requests for adjournments should be directed to the regional manager. Except in extraordinary circumstances, requests for adjournments must be made upon notice to all parties at least 10 working days prior to the conference.

2. If a party does not appear at a fact-finding conference without obtaining a postponement, the Division may proceed with the conference without the party.

(d) If the respondent or the complainant refuses or fails to attend a scheduled fact-finding conference, the Division may schedule an alternate conference date. The Division may subpoena any party or witness who has failed to attend the initially scheduled fact-finding conference. The Division may also subpoena any documents which either party was requested to bring, and fails to bring, to the fact-finding conference.

#### **13:4-4.8 Director's Investigations**

(a) The Director, pursuant to N.J.S.A. 10:5-6; 10:5-8c, g, h, i, j; 10:5-9.1, may conduct investigations to determine the extent to which industries, groups of industries, business persons, or groups of business persons, or other persons or groups of persons are complying with the Law Against Discrimination or Family Leave Act.

(b) All investigatory and discovery powers which the Division may otherwise utilize in the investigation of verified complaints as set forth in the Law Against Discrimination, the Family Leave Act and in these rules of practice and procedure, including, but not limited to, the power to issue subpoenas, take depositions and serve interrogatories, may be utilized in the discretion of the Director during a Director's investigation.

## SUBCHAPTER 5. DEFAULTS

### 13:4-5.1 Applicability of Default Procedure

(a) If a respondent has been served with a verified complaint and/or the Director has issued a request for information or documents in any form pursuant to N.J.S.A. 10:5-8(i), and notice of the consequences of the failure to answer the verified complaint and/or request for information or documents has been given to respondent, and respondent fails either to answer the interrogatories, the verified complaint and/or the request for information or documents or to file a motion to strike the request for information or documents within the time specified therein, the Director may initiate the default procedure set forth in these rules.

(b) In the event the respondent files a motion to strike the request for information or documents within the time set to answer the request for information or documents, said motion shall be supported by affidavit and/or brief and shall be ruled upon by the Director on the motion papers without oral argument; if said motion is granted the request for information or documents shall be stricken and if said motion is denied the Director shall then follow the procedure set forth below or enter any other appropriate order. The filing of a motion to strike a request for information or documents shall toll the time for filing a response to such a request with the Division until such time as a decision on the motion is rendered.

### 13:4-5.2 Default Procedure

(a) The Director shall initiate the Default Procedure by serving the following notice and order:

"NOTICE is hereby given that a verified complaint has been served upon you charging you with a violation of the Law Against Discrimination (and/or Family Leave Act as is applicable). Pursuant to this Division's authority under N.J.S.A. 10:5-8(i), a verified complaint and/or request for information or documents (as is applicable) has/have been served upon you. Said the verified complaint and/or request for information or documents has/have not been answered and filed within the time as therein prescribed. Should you fail to fully answer and file the answers to verified complaint and request for information or documents within ten days, a default shall be entered in this case. Said default shall constitute:

(a) An admission that the verified complaint and/or request for information or documents, if answered, would have established facts in accordance with the claim of the complainant;

(b) A waiver of your right to have this Division conduct further investigation, find whether or not there is probable cause, make conciliation efforts or hold a public hearing;

(c) A waiver of your right to present any and all defenses.

THEREFORE it is on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

ORDERED:

1. Respondent(s) shall fully answer and file answers to the verified complaint and/or request for information or documents previously served.

2. Respondent(s) shall file said answers on or within the tenth day following the date of this order."

(b) If after the expiration date of the Director's order extending time to answer the verified complaint and/or request for information or documents, the respondent has failed to file an answer to the verified complaint and/or to fully answer and file the request for information or documents with the Director:

1. Said failure shall constitute a waiver of the respondent's right to an investigation, finding of probable cause, conciliation efforts or public hearing; and

2. Said failure shall result in the suppression of any and all defenses of the respondent; and

3. Said failure shall result, with respect to request for information or documents, in the matters regarding which questions were asked being taken as established for the purposes of the case in accordance with the claim of the complainant; and

4. The Director shall order the entry of a default on the docket of the Division.

(c) Any order for entry of default must be supported by an affidavit of a field investigator or other Division employee authorized by the Director. The affidavit shall recite:

1. The date of service of the verified complaint and/or request for information or documents on respondent and the date of the service of any order requiring answers to the verified complaint and/or request for information or documents and extending the time in which to answer them;

2. That the respondent has failed to file an answer to the verified complaint and/or to reply to the request for information or documents within the time required by the Director's order as it may have been extended, or respondent has made a motion to strike the request for information or documents and following denial thereafter by the Director has failed to answer within the time required by the Director's order;

3. That respondent has been given notice of the consequences of failure to answer the verified complaint and/or to respond to request for information or documents;

4. That the complainant had filed his/her allegation of discrimination within the time prescribed by law.

(d) Within ten days after the entry of default, the Director shall serve notice of the entry of default and supporting affidavit upon the respondent. The notice shall inform respondent that the case will be transmitted to the OAL for hearing on a default basis and that transmittal will occur twenty days after receipt by respondent of the notice of entry of default. The notice shall also inform respondent of the opportunity provided by N.J.A.C. 13:4-5.3 below for petitioning the Director to vacate the entry of default.

(e) Twenty days after respondent receives notice of the entry of default the Director shall transmit the case to OAL for the purpose of a hearing on the complainant's proofs of the allegation of discrimination on a default basis in accordance with N.J.A.C. 13:4-5.4.

#### **13:4-5.3 Vacation of Default**

(a) At any time after entry of default and before transmittal of the case to OAL, the respondent may petition the Director who may vacate the entry of default and reopen the case for good cause shown. The respondent's assertion of good cause shall be in affidavit form and shall include the full and complete answers to the verified complaint and all request for information or documents.

(b) As a condition of vacating the default, the Director may order the respondent to pay costs or reasonable expenses, including attorney's fees, to the State of New Jersey or an aggrieved representative or party.

(c) If the Director vacates the entry of default at any time prior to the date of transmittal of the case to the OAL, the verified complaint shall instead proceed to an investigation finding as to probable cause, and where appropriate, conciliation or public hearing as provided by these rules.

(d) After transmittal of the case to OAL, a motion to vacate a default shall be directed to the Administrative Law Judge pursuant to N.J.A.C.1:1-1.1 et seq.

#### **13:4-5.4 Default Hearing and Final Order**

(a) At a default hearing the proofs shall consist of the order of entry of default, the supporting affidavit and any other evidence proffered by the complainant, and the only cognizable issues shall be whether the facts established by the complainant and admitted by respondent constitute an act of discrimination, and if so, the amount of damages or other recommended relief. No evidence proffered by the respondent shall be admitted at a default hearing.

(b) After receiving the initial decision of the ALJ, the Director shall enter a final order pursuant to N.J.S.A. 10:5-17.

(c) If discrimination is found by the Director, the final order shall require the respondent to take any affirmative action which in the judgment of the Director is necessary to both eliminate any discrimination and make the complainant whole.

(d) The order described in (c) above shall be the only final order provided for by this rule; all other orders provided by this rule shall be interlocutory in nature.

## **SUBCHAPTER 6. ADMINISTRATIVE DISMISSALS**

### **13:4-6.1 Administrative Dismissals**

(a) The Director may, in his or her discretion administratively dismiss verified complaints for reasons including, but not limited to, the following:

- (1) Lack of jurisdiction;
- (2) The complainant is unavailable or unwilling to participate in conciliation or investigation, or to attend a hearing;
- (3) Relief is precluded by the respondent's absence or other special circumstances;
- (4) The complainant has initiated an action in Superior Court pursuant to N.J.S.A. 10:5-13;
- (5) The verified complaint was not timely filed pursuant to N.J.S.A. 10:5-13;
- (6) The verified complaint, on its face, fails to state a claim for relief under the New Jersey Law Against Discrimination or Family Leave Act, N.J.S.A. 10:5-1 et. seq.;
- (7) The failure by the complainant to accept reasonable offers to resolve the allegations in the verified complaint.

(b) In determining whether to administratively dismiss a verified complaint pursuant to N.J.A.C. 13:4-6.1(a)(7), the Director will take the following factors into account:

- (1) Probability of success after full investigation and hearing;
- (2) Reasonableness of offer;
- (3) Reasonableness of complainant's refusal, if any;
- (4) The amount of complainant's economic loss, and respondent's degree of responsibility therefor;
- (5) The evidence of the amount of complainant's mental pain and suffering;
- (6) The egregiousness of the discrimination charged;
- (7) Whether the public interest is best served by the continuation of the proceedings.

(c) Prior to administratively dismissing a case pursuant to N.J.A.C. 13:4-6.1(a)(7), the Director shall notify the complainant of the reason for the dismissal, and shall offer the complainant the opportunity, pursuant to 10:5-13, to transmit the action to the Office of Administrative Law and to present the action by himself or herself, or through his or her own counsel at the hearing. If the complainant does not request such transmittal of the case within 30 days of the notice by the Division, the matter will be administratively dismissed. When a complainant files a request with the Division for transmittal pursuant to this section, the complainant thereby waives any right to have an attorney for the Division prosecute the verified complaint, and the other procedures and requirements set forth at N.J.A.C. 13:4-11.1 apply.

## **SUBCHAPTER 7. MOTIONS AND OTHER CASE ACTIONS**

### **13:4-7.1 Motions**

(a) The procedure governing all motions made prior to transmittal of a case to the Office of Administrative Law shall be in accordance with the rules governing the New Jersey courts, except where otherwise provided under these rules. After transmittal, the procedure shall be in accordance with N.J.A.C. 1:1-1.1, et seq.

(b) All complainants and respondents, as well as the Division, may file motions.

(c) Unless otherwise provided in this chapter, opposing parties to a motion shall file and serve responsive papers no later than 10 days following receipt of the motion. The moving party may file and serve further papers responding to any matter raised by the opposing party no later than five days after receipt of the responsive papers.

### **13:4-7.2 Motions to Intervene**

(a) Prior to transmittal of a case to the Office of Administrative Law, any person interested in or associated with the matters alleged in a verified complaint may file an original

and two copies of a motion to intervene and shall serve an additional copy on each respondent and complainant by registered or certified mail, return receipt requested.

(b) Copies of said motion shall be filed and served together with supporting affidavits and briefs.

(c) Following transmittal of a case to the Office of Administrative Law, motions to intervene shall be made pursuant to N.J.A.C. 1:1-12.

#### **13:4-7.3 Motions for Consolidation or Severance of Verified Complaint**

(a) Whenever the Director deems it necessary, he or she may order that any verified complaint filed with the Division and any proceedings which may have been initiated with respect thereto be consolidated with or severed from any other verified complaint which may have been instituted with the Division.

(b) Following transmittal of a case to the Office of Administrative Law, all motions to sever or consolidate shall be initially presented to the OAL, pursuant to N.J.A.C. 1:1. Subject to the requirements of N.J.S.A. 10:5-13, requests for consolidation of cases pending before the Division with cases pending before OAL but involving the jurisdiction of other agencies shall be handled in accordance with N.J.A.C. 1:1.

#### **13:4-7.4 Motions for Reconsideration**

(a) Any party may, within 30 days after the service of a finding of probable cause or no probable cause or other final order of the Director, file a motion for reconsideration seeking review of the agency's decision and/or the reopening of the record for further investigation. The motion shall be in writing and state the grounds upon which relief is sought. The motion shall be served upon all opposing parties in accordance with N.J.A.C. 13:4-7.5, following which each opposing party may, within ten days following service of the motion, file a response to the motion. The Director may grant such motion and vacate or modify the order, and/or reopen the record upon showing of the following:

1. Mistake, inadvertence, surprise, or excusable neglect;
2. Fraud, misrepresentation or other misconduct of an adverse party;
3. Newly discovered evidence, which the moving party can demonstrate is reasonably likely to change the final decision of the Director and which by due diligence could not have been discovered in time to be presented at the hearing or during the investigation of the matter; or
4. Any other reason consistent with the public policy of the Law Against Discrimination or Family Leave Act and in the interest of justice.

(b) No motion filed pursuant to this section, and no order granting such motion, shall suspend the operation of any final Director's order unless otherwise specified by order of the Director.

#### **13:4-7.5 Service of Motions and Other Pleadings**

(a) Prior to transmittal to OAL, unless otherwise instructed by the Director, every motion and every written notice, brief or memorandum of law shall be served by the filing party by mailing copies to all parties, by registered or certified mail, return receipt requested or by overnight mail by commercial courier, within three days of said filing.

(b) Such documents shall not be deemed served until an affidavit of mailing to all other parties is filed with the Division at the time of or subsequent to filing the pleading.

(c) When any party has appeared through or is represented by an attorney, service upon such attorney shall be deemed valid service upon the party in all cases unless timely written notice of withdrawal or substitution of such attorney is served upon the Director and all other parties.

(d) The Division may, in the discretion of the Director, serve pleadings and other papers on behalf of a party appearing pro se.

(e) The Division may, in the discretion of the Director, serve any paper or disposition upon a party by electronic transmission if that party has previously advised the Division that it is willing to accept service in such a manner.

## **SUBCHAPTER 8. WITHDRAWAL OF COMPLAINTS**

### **13:4-8.1 Withdrawals**

(a) A pending verified complaint, or any part thereof, may be withdrawn by the complainant at any time before issuance of a finding of no probable cause by the Division.

(b) A withdrawal shall be in writing, on a form provided by the Division, and shall be signed by the complainant or the complainant's attorney.

(c) Withdrawal of an individual verified complaint shall not preclude the Director from substituting himself or herself as, or continuing as, a complainant based on the same facts.

## **SUBCHAPTER 9. CONCILIATION AND MEDIATION**

### **13:4-9.1 Timing of Conciliation Proceedings**

At any time beginning with the filing of the verified complaint and ending with the closure of the case or 45 days from the date of a finding of probable cause, the Division shall, to the extent feasible, commence conciliation proceedings, which may, in the discretion of the Director, include non-binding mediation conducted by a mediator designated by the Director with respect to the verified complaint.

### **13:4-9.2 Confidentiality of Conciliation and Mediation Records**

Settlement proposals or other information exchanged during a conciliation conference or mediation proceedings shall be kept confidential by all persons involved in the conciliation conference or mediation proceedings and shall not be admissible as evidence unless obtained from a source independent of the conciliation or mediation. Conciliation and mediation agreements shall be available to the public unless the complainant and respondent otherwise agree and the Attorney General determines that disclosure is not required to further the purposes of the law.

### **13:4-9.3 Mediation Proceedings**

a) At any time following the filing of a verified complaint, mediation proceedings may be scheduled at the discretion of the Director.

b) The Director may designate a mediator employed by the Division or otherwise appointed by the Director to conduct the mediation proceedings. In the event the mediation is unsuccessful, the mediator shall not participate in any way in the investigation, motions or hearing of the case.

c) If mediation is unsuccessful and the respondent has not yet filed an answer to the verified complaint, such answer and the responses to the Division's Document and Information Request must be filed within 20 days of the respondent's receipt of notification that the matter is being transferred to the Bureau of Enforcement for further investigation.

d) If the Director finds that there has been a breach of the mediation agreement, the Director may, in his or her discretion, reopen the verified complaint for investigation or seek to enforce the agreement.

### **13:4-9.4 Conciliation Conference Proceedings**

(a) After a finding of probable cause, the Director or his or her representative shall, to the extent feasible, schedule a conciliation conference and engage in conciliation with respect to the verified complaint.

(b) The respondent shall have at least five days notice of the time and place of the conciliation conference.

(c) This notice shall contain a provision advising the respondent that in the event conciliation is unsuccessful, a public hearing will be held.

(d) Failure to attend the conciliation conference may be deemed to be an unsuccessful attempt at conciliation.

(e) Any conciliation agreement arising out of conciliation efforts by the Division shall be an agreement between the respondent and the complainant, and shall be subject to the approval of the Division.

(f) At the Director's discretion, conciliation may be conducted according to the rules applicable for mediation set forth in this subchapter.

## **SUBCHAPTER 10. ORDERS OF THE DIRECTOR**

### **13:4-10.1 Orders and Findings of Director**

At any time during the course of the proceedings, the Director may enter such orders, including protective orders and orders of dismissal, as may be necessary to effectuate the processing and determination of a case or as he or she may deem appropriate to further the intent and purposes of the Law Against Discrimination or Family Leave Act. When a case is pending before the OAL, the procedures set forth at N.J.A.C. 1:1-1.1, et seq., shall apply.

### **13:4-10.2 Findings of Probable Cause**

(a) Following the completion of an investigation of a verified complaint filed with the Division, the Director shall determine whether or not probable cause exists to credit the allegations of the verified complaint.

(b) If the Director determines based upon a review of the investigative findings that there is a reasonable ground of suspicion supported by facts and circumstances strong enough in themselves to warrant a cautious person in the belief that the Law Against Discrimination or Family Leave Act has been violated, he or she shall issue a finding of probable cause.

(c) If the Director determines based upon a review of the investigative findings that there is not a reasonable ground of suspicion supported by facts and circumstances strong enough in themselves to warrant a cautious person in the belief that the Law Against Discrimination or Family Leave Act has been violated, he or she shall issue a finding of no probable cause.

(d) If the Director determines based upon a review of the investigative findings that probable cause exists as to some but not all of the allegations of the verified complaint, he or she shall issue an agency determination setting forth those issues to which the Director finds that probable cause exists and those issues to which the Director finds that no probable cause exists. Any subsequent hearing on the verified complaint shall be limited to those issues in which the Director determines that probable cause exists.

(e) A finding of no probable cause pursuant to (c) above shall be considered a final order. Findings of probable cause pursuant to (b) above, and agency determinations pursuant to (d) above shall not be considered final orders.

### **13:4-10.3 Service of Director's Orders**

All orders of the Director, including findings of probable cause and no probable cause, shall be promptly served on all parties.

## **SUBCHAPTER 11. HEARINGS**

### **13:4-11.1 When Hearings Ordered**

(a) The Director shall determine when a hearing shall be necessary in any matter.

(b) When the Director has determined pursuant to N.J.A.C. 13:4-10.2(b) that probable cause exists to credit the allegations of a verified complaint and conciliation has failed to eliminate the alleged practices of discrimination or when, in the judgment of the Director, conciliation would not be feasible, the Director shall order a hearing.

(c) At any time after 180 days from the filing of a verified complaint with the Division, a complainant may file a request with the Division to present the action by himself or herself or through his or her own attorney to the Office of Administrative Law. Such request shall be in writing and signed by the complainant or his or her attorney.

(d) Upon receipt of a request made pursuant to subsection (c), the Division shall file the action with the Office of Administrative Law, unless at the time of receipt of the request the Division has found No Probable Cause or otherwise dismissed the verified complaint.



(e) The complainant or his or her attorney may be required to complete any forms which may be necessary to permit the Division to transmit the case to the Office of Administrative Law.

(f) When the Director orders a hearing pursuant to subsection (b) above, the attorney for the Division shall present the case in support of the verified complaint to the Office of Administrative Law. If the complainant does not wish to rely on the Division's prosecution of the verified complaint, he or she may request to present the case by himself or herself or through his or her own attorney to the Office of Administrative Law pursuant to (c) above.

(g) When a complainant files a request with the Division pursuant to subsection (c) above, complainant thereby waives any right to have an attorney for the Division prosecute the verified complaint. The parties shall, however, send copies of all pleadings, briefs and memoranda to the Division's attorney at the same time as filing such papers with OAL. The Division's attorney may attend preliminary proceedings such as pre-hearing conferences in order to determine the appropriateness of intervention, and may intervene on behalf of the Division in any case pursuant to N.J.S.A. 10:5-13.

### **13:4-11.2 Conduct of Hearings**

The procedure for conducting hearings, issuing initial decisions and issuing final orders shall be governed by the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

### **13:4-11.3 Temporary Injunction**

If the Director determines that the interests of the complainant may be irreparably damaged by the lapse of time before a hearing could be scheduled or between the scheduling of a hearing and the ultimate disposition of the matter in the Division, he or she shall instruct the attorney for the Division to seek such temporary injunctive relief in the Superior Court of New Jersey, pursuant to N.J.S.A. 10:5-14.1, as may be appropriate to preserve the rights of the complainant. Where a complainant is proceeding pro se or through a private attorney, pursuant to N.J.S.A. 10:5-13, the complainant may apply to the Court for temporary injunctive relief.

## **SUBCHAPTER 12. PROTECTION OF COMPLAINANTS AND WITNESSES**

### **13:4-12.1 Protection of Witnesses; Preventing Reprisals**

(a) No person shall discharge, evict, expel or otherwise discriminate or take reprisals against any person because he or she has opposed any practices or acts forbidden under the Law Against Discrimination or Family Leave Act or because he or she has filed a complaint, testified or assisted in any proceeding under the Law Against Discrimination or Family Leave Act.

(b) For the purposes of this section, all persons who have been, are or will be respondents in proceedings before the Division shall be considered to be within the continuing jurisdiction of the Division and shall be subject to appropriate order of the Director of the Division as in the case of an unlawful reprisal, including such interim orders as may be deemed necessary to preserve the status quo and to protect the best interests of the parties.

## **SUBCHAPTER 13. ACCESS TO DIVISION'S INVESTIGATORY FILES**

### **13:4-13.1 Confidentiality of Division's Investigatory Files**

Except as otherwise set forth below, the Division's investigatory records shall be considered confidential and exempt from public access under N.J.S.A.47:1A-1 et. seq.

### **13:4-13.2 Discovery of Division's Investigatory Files by Parties to the Verified Complaint**

(a) After a Finding of Probable Cause has been issued by the Director, after transmittal to OAL pursuant to N.J.S.A. 10:5-13, after any final determination has been issued, or after any other agency closure, a party to a verified complaint may, upon written request and notice to all other parties, receive discovery of the following information in the Division's investigatory file of that verified complaint:

1. Statements made by any person during the course of the Division's investigation, other than work product of Division employees, intra-agency communications and attorney-client communications.
  2. All factual written reports, or sound recordings, made by the field investigator or other employee or agent of the Division.
  3. All factual written data, factual written reports or documentary information.
  4. Reports of factual statements made at a fact-finding conference, except that records of settlement discussions during the conference shall not be discoverable.
- (b) When an objection is made to a discovery request on the grounds that it seeks confidential or privileged material, or that the purpose of the request is to oppress any party or to delay the resolution of the case, the Director may refuse, terminate, or limit discovery as the circumstances warrant, including issuance of protective orders.

#### **13:4-13.3 Discovery of Division's Investigatory Files by Non-Parties**

Non-parties to a verified complaint shall not have access to the material in the Division's investigatory file of that verified complaint, except that non-parties may inspect and receive a copy of the verified complaint, the answer, the final disposition, and the dispositions of any motions made during the pendency of the case. When a verified complaint is taken pursuant to N.J.A.C. 13:4-2.10, non-parties may only inspect the pseudonym verified complaint.

#### **13:4-13.4 Copying Costs**

The Division's fee for copying documents requested pursuant to this section shall be the same fee as is applicable to requests granted pursuant to N.J.S.A. 47:1A-1 et. seq. The Director may waive or modify this fee in the case of an indigent party or in other extraordinary situations for good cause.

## **APPENDIX 1. POLICY ON EXTENSION**



RICHARD J. CODEY  
Acting Governor

*State of New Jersey*  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION ON CIVIL RIGHTS  
Newark, NJ 07102

PETER C. HARVEY  
Attorney General  
J. FRANK VESPA-PAPALEO, ESQ.  
Director

**POLICY ON EXTENSIONS OF TIME**  
**Effective April 1, 2005**

It is critical that the New Jersey Division on Civil Rights continue to process and investigate its cases in a timely fashion, in order to avoid the backlogs that plagued this agency in the past. Substantial delays in investigating cases and processing complaints harm both Complainants and Respondents.

It is the policy of the New Jersey Division on Civil Rights to refrain from granting extension requests made by Complainants, Respondents, attorneys, and Division staff. However, it is recognized that very rare circumstances might warrant the consideration of a request for an extension of time. In such cases, the procedure is as follows:

1. **WRITTEN REQUESTS.** All requests for extensions of time must be in writing, with absolutely no exceptions. DCR shall not consider extension requests not made in writing, except under extreme circumstances or to accommodate a person with a disability. Written requests must be faxed or emailed to the **Regional Manager or Supervisor** at the **Regional Office** where the case is being handled (i.e., Atlantic City, Camden, Newark, Paterson, Trenton).
2. **INITIAL 10-DAY EXTENSION.** Any Respondent seeking an extension to file an Answer beyond the initial 20 days must request the extension from the Regional Manager or Supervisor **prior to** the original due date. The **"Request for 10-Day Extension"** must be in writing (fax or email) and include:
  - \* *Name of the case*
  - \* *DCR Docket Number*
  - \* *Your contact information*
  - \* *Date Answer was originally due*
  - \* *Extension date requested (no more than 10 days)*

The Regional Manager or Supervisor may grant such extension for a period of no more than 10 calendar days from the date the Answer was originally due to the DCR. This initial extension shall be granted liberally. Consent of the Complainant is not needed.

3. **SECOND EXTENSION.** *Except in housing discrimination cases*, if a Respondent seeks an additional extension beyond the "Initial 10-Day Extension" Respondent (or his/her attorney) must send a letter by fax or email to the Director for a second extension of time. This shall be done in writing (short letter) prior to the due date following the 10-day extension. The **"Request for a Second Extension"** must include the following:
  - \* *Name of the case (i.e., Jones v. Smith Corp.)*
  - \* *DCR Docket Number*
  - \* *Your contact information*
  - \* *Date Answer was originally due*
  - \* *Initial Extension date requested*
  - \* *Second extension date*
  - \* *Brief explanation of reason for extension request*

Telephone: (973) 648-6262  
[www.NJCivilRights.org](http://www.NJCivilRights.org)



All “**Requests for Second Extension**” must be faxed or emailed (do NOT send copy by mail or Fedex) to:

Mrs. Waleska Lucas  
Office of the Director  
NJ Division on Civil Rights  
31 Clinton Street  
Newark, NJ 07102  
FAX: (973) 648-7582  
PHONE: (973) 648-6262  
Email: [waleska.lucas@lps.state.nj.us](mailto:waleska.lucas@lps.state.nj.us)

The Director will consider each extension request and will advise the petitioning party by telephone and in writing of the decision. However, absent extraordinary circumstances, the **Director will not grant an extension of more than 30 days to file the Answer**. *Substitution of counsel will not automatically be considered “extraordinary circumstances” and will not ordinarily warrant granting an extension of time.*

4. **SUBSEQUENT REQUESTS FOR EXTENSION.** *Except in housing discrimination cases*, absent the most extraordinary circumstances (which does not include substitution of counsel) the Director will not entertain any more than a single extension of up to thirty days. Any Respondent who fails to file an Answer in a timely fashion and in accordance with law, regulation, or policy, will be subject to appropriate action or motion, wherein the Division may seek fees and costs for the costs associated with delays in filing Answers.
5. **SUBSTITUTION OF ATTORNEYS.** The Division will not allow the substitution of attorneys to delay its processing and investigation of a case. If Respondent retains new counsel prior to the filing of its Answer, Respondent will be granted an Initial 10-Day Extension, in accordance with the above policy.
6. **MEDIATION.** Upon service of the Complaint on Respondent (or Respondent’s attorney), if parties agree to submit to mediation the case will be “fast-tracked” to mediation which will be scheduled within 30 days. In such fast-track mediations, Respondent still must file an Answer in a timely fashion, but the answer will be sealed until the mediation is completed, but only if the mediation is completed within 30 days of the service of the Complaint on Respondent. If mediation fails, the Answer will no longer be under seal, and the investigation will commence.
7. **EXTENSIONS FOR PRODUCING DOCUMENTS, ETC.** The policies listed above refer not only to the filing of Answers to the Verified Complaints, but also to the production of documents and information by Respondents, Complainants, and attorneys.
8. **CONTINUANCES IN OAL.** Absent an appropriate basis as determined by the Director or the prosecuting Deputy, the Division will not agree to any continuances of cases before OAL that have been transferred to OAL more than 6 months before the continuance is requested. This includes continuances requested by Respondents who are represented by the Division of Law.
9. **HOUSING CASES.** Due to the extremely short statutory timeliness for housing discrimination matters, extensions of time beyond an *Initial 10-Day Extension* are prohibited in housing discrimination matters (except in the absolute rarest of circumstances). Failure to timely file Answers, Document and Information Requests, etc. in housing cases will result in an immediate issuance of a subpoena.

CC: Attorney General Peter C. Harvey  
First Assistant Attorney General Mariellen Dugan  
Office of Attorney General Chief of Staff Markus Green  
Division on Civil Rights Staff  
Division of Law, Civil Rights Section

## **APPENDIX 2. NOTICE OF APPEARANCE**

## NOTICE OF APPEARANCE

N.J.A.C. 13:4-1.6(a) provides that an attorney may appear on behalf of a party before the Division on Civil Rights by completing this Notice of Appearance form, or by providing all of the information requested on this form in a letter or similar document.

CASE NAME: \_\_\_\_\_

DOCKET NO.: \_\_\_\_\_

NAME OF ATTORNEY: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Do you prefer to be contacted by e-mail? Yes " No "

LIST ALL PARTIES REPRESENTED: \_\_\_\_\_

\_\_\_\_\_

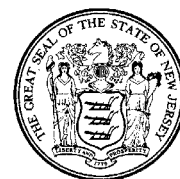
\_\_\_\_\_

If at any time while this matter is pending before the Division you wish to withdraw your appearance on behalf of any party, you must submit a written Notice of Withdrawal of Appearance form, or provide all the information requested on the form in a letter or similar document.

N.J.A.C. 13:4-1.6(c).



NJ Division on Civil Rights  
[www.NJCivilRights.org](http://www.NJCivilRights.org)  
(609) 292-4605



### **APPENDIX 3. NOTICE OF WITHDRAWAL OF APPEARANCE**



## NOTICE OF WITHDRAWAL OF APPEARANCE

N.J.A.C. 13:4-1.6(c) provides that an attorney who seeks to withdraw his or her appearance on behalf of a party before the Division on Civil Rights shall submit this Notice of Withdrawal of Appearance form, or provide all of the information requested on this form in a letter or similar document. The withdrawing attorney shall include with the filing of this form a certification that a copy of the notice was mailed or delivered to all counsel and pro se parties and to the client.

CASE NAME: \_\_\_\_\_

DOCKET NO.: \_\_\_\_\_

NAME OF ATTORNEY: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

LIST OF PARTIES FOR WHICH APPEARANCE IS WITHDRAWN: \_\_\_\_\_

DO YOU CONTINUE TO REPRESENT ANY OTHER PARTIES IN THIS MATTER? \_\_\_\_\_

IF SO, PLEASE LIST ALL PARTIES YOU CONTINUE TO REPRESENT:

\_\_\_\_\_  
\_\_\_\_\_